



# MEMORANDUM

## REGULAR CITY COUNCIL MEETING

April 17, 2023, at 7:00 PM

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TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Code of Ethics Ordinance – Second Reading, Public Hearing, and Adoption of Ordinance 04-2023 – An ordinance to amend Ordinance No. 171: Code of Ethics of the City of the Village of Douglas, Michigan.

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The City of the Village of Douglas Code of Ethics Ordinance was last amended in 2003 and took effect on January 5, 2004. It has come to our attention that the ordinance was outdated. For example, the former ordinance references Village President, Trustees of the Village, Village Manager, and the Personnel Committee. Without updating this ordinance, it is impossible to effectively administer the ordinance or properly manage ethics complaints. The revised ordinance will update the terms throughout the ordinance and insert new references that are compatible with current laws.

The City Attorney has reviewed the revisions.

Sample Motion to Open Public Hearing – I make a motion to open the public hearing for Ordinance 04-2023 (roll call)

Sample Motion to Close Public Hearing – I make a motion to close the public hearing for Ordinance 04-2023 (roll call)

Sample Motion to Adopt – I make a motion to adopt Ordinance 04-2023, an ordinance to amend ordinance No. 171: Code of Ethics of the City of the Village of Douglas, Michigan. (Roll call)

Ordinance procedure:

- Notice of Publication – On March 16, 2023, the notice of public hearing for Ordinance 04-2023 was published in a newspaper of general circulation for no less than 15 days. The notice announced the time and place of the public hearing.
- Reading Requirements – Ordinances require two readings. An ordinance must be read aloud or considered by the local governing body, either in full or by title. The first reading of Ordinance 04-2023 was on April 3, 2023. The second reading of the Ordinance 04-2023 will be on April 17, 2023.

- Public Hearing – The City Council will motion to open a public hearing on the topic to gather information from the public. Once all public comments are provided, the public hearing will be closed.
- Adoption – Following City Council discussion, a motion may be made to adopt the ordinance. A majority vote of elected members of the governing body is required to formally adopt.
- Effective Date – The adopted ordinance will take effect 20 days after publication in a local newspaper of general circulation.